
Stage Managers Guide

Fall 2011



Band of the U.S. Air Force Reserve

THE BAND OF THE U. S. AIR FORCE RESERVE

RESERVE GENERATION

STAGING REQUIREMENTS

Arrival

The band will arrive according to the operations representative's (OPS REP) designated time. The event sponsor or point of contact should be available to meet the band upon arrival to greet and assist the Ops rep with the organization of the performance. The following are standard requirements needed to ensure the highest quality performance by Reserve Generation.

Stage

Dimensions: The performance area should be at least 20 feet wide and 24 feet deep.

Construction: The stage or area being used must be level with a firm foundation (not grass, dirt, etc.). For outdoor sites: the performance area must be **dry**.

NOTE: the band cannot perform in inclement weather (to include high winds, temps below 45°F and above 100°F); we recommend that arrangements be made for an alternate in-door site.

Cleanliness: The performance stage and dressing room areas should be cleaned before the arrival of the band. If the band is performing on a stage with other entertainers (i.e. festivals, picnics, park concerts, etc), please ensure the area is cleared of all other equipment and events prior to the band's designated set up time.

Access: The stage should be accessible without the use of stairs (ramp, dock, freight elevator, etc). If any center doorpost needs to be removed, please have the tools available to do so. Parking must be provided for one passenger van, and one twenty- (20) feet equipment truck. We will need a secured storage area to store unused equipment and empty cases. This area must be on the same level as stage or the closest proximity.

Set-up/Sound-check: Normally, the band can set-up their equipment in approximately two hours. However, due to the complexity of downloading the equipment to difficult performance areas and other unforeseen delays, it could possibly take up to three (3) hours to complete the set-up and sound check.

NOTE: The band **MUST** perform an audible sound-check (play live music) prior to the performance. Please notify all persons working or having meetings in, or near this area. This will alleviate our sound-check being delayed and extending the set-up time.

Electrical: (Please see attachment on audio/lighting requirements) Outlets must be directly accessible within 10 feet of stage. Power must be turned on and available at time of band's arrival. We request you have an electrician or qualified technician available upon our arrival to take care of any minor discrepancies that might occur.

Lighting: We request the use of any special effect lighting you have available. Please inform our Productions Rep and have someone familiar with the system available during band's setup. If you have follow-spot lights that can be utilized, please designate someone who can operate system during band's performance.

Audio: For most performances, Reserve Generation will use it's own sound system and technician. The position of the audio console is ideally located approximately 50 feet in front of the band performance stage in the audience area; if this is not practical, please coordinate through the band's production staff. A large electrical cable (audio-snake) will be run from the stage to the audio console position. The minimum dimensions must be a 3 x 5 foot area. When desirable for our performance, or if agreed upon by local technician and band, the house system may be used. This must be coordinated with band's production staff at least 30 days before performance.

Dressing Rooms

Two secured dressing rooms in close proximity to the stage area are needed for approximately eight males, and two females. Please inform the Ops Rep of any rules concerning smoking, eating, etc.

Contact

Reserve Generation Operations Representative
233 N. Houston Road, Suite 131-A
Warner Robins, GA 31093
(478) 327-0555 Fax: (478)327-2254
DSN: 497-0555 FAX: 497-0568

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AUDIO AND LIGHTING SYSTEMS ELECTRICAL POWER REQUIREMENTS

1. The minimum power usage for the band is approximately (100 amps). We request the distribution of power through five (5) independent 20 amp circuit breakers to Edison outlets (e.g. household plugs) with properly earth GROUNDED wiring. It must produce 117 to 122 volts of current with no other power sources utilizing the circuit breakers.
2. We require your service electrician/technician test each outlet with a multi-meter to accurately measure the voltage output (volts), after it has been distributed to the band's performance position. NOTE: Do not use circuits attached to or near rheostat (dimmer) lighting controls. These devices cause a tremendous level of signal noise interference with our audio equipment.
3. These electrical requirements are a significant portion of the overall production of a "Reserve Generation" performance. We are not trying to make this process difficult for you (our sponsors). However, we must insure you understand the absolute importance of providing our specific power needs.
4. If you have any further questions about this requirement, please don't hesitate to contact us for more guidance. We can be reached at Ph: (478) 327-0555 or DSN: 497-0555 or Fax (478) 327-0568.